

*TERMS OF  
Reference*

DRAFT  
5 February 1968

MEMORANDUM FOR: Deputy Director for Plans  
Deputy Director for Support  
Director of Planning, Programming, and  
Budgeting

25X1A

SUBJECT: Special Study [REDACTED] for the  
Bureau of the Budget

1. Again this year, the Agency has been requested by the Bureau of the Budget to conduct several special studies of Agency Programs. The primary purpose of the studies is to provide the factual and analytical base for program plans for use in the upcoming program and budget review.

2. The Agency has agreed to review [REDACTED] 25X1A  
Emphasis will be given to a review of requirements, usage of materiel, cost and anticipated future inventory levels and requirements. In addition to fulfilling Bureau of Budget requirements, it is anticipated that this study will provide internal management alternatives for the stockpiling of specific materiel to meet Cold War contingencies.

3. The DD/P is requested to assume responsibility for this study. The DD/S and D/PPB will assign a member of their staffs to assist with the study. The initial internal report should be submitted to me no later than 15 May 1968. This report should provide the basis for internal management review prior to incorporating appropriate data in a report to be provided to the Bureau of the Budget in June 1968.

4. The study should encompass the following:

- a. Review requirements for this <sup>project</sup> capability.  
and
- b. Review inventory levels, turnover rates, make-up

in terms of current requirements.

- c. Review and evaluate past usage of materiel,

including the requirement for and use of foreign packs.

- d. Review inspection and stock level review practices.

- e. Recommend future actions.

5. You should feel free to expand on the above terms of reference where to do so will enhance the final product.

L. K. White  
Executive Director-Comptroller

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DRAFT  
9 February 1968

MEMORANDUM FOR: Deputy Director for Plans  
Deputy Director for Support  
Director of Planning, Programming, and  
Budgeting

SUBJECT: Special Study [REDACTED] for the 25X1A  
Bureau of the Budget

1. Bureau of the Budget Bulletin 68-2 charges each agency to undertake special studies as part of the recurring planning, programming, and budgeting cycle. The primary purpose of the studies is to provide the factual and analytical base for program plans for use in the upcoming program and budget review.
2. The Agency has agreed to review [REDACTED] Emphasis 25X1A will be given to a review of requirements, usage of materiel, cost and anticipated future inventory levels and requirements. In addition to fulfilling Bureau of the Budget requirements, it is anticipated that this study will provide internal management alternatives for the stockpiling of specific materiel to meet Cold War contingencies.
3. The DD/P is requested to assume responsibility for this study. The DD/S and D/PPB will assign a member of their staffs to assist with the study. The initial internal report should be submitted to me no later

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than 15 May 1968. This report should provide the basis for internal management review prior to incorporating appropriate data in a report to be provided to the Bureau of the Budget in June 1968.

4. The study should encompass the following:

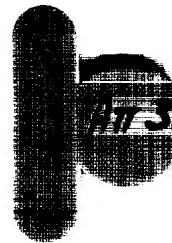
- a. Review of requirements for this project.
- b. Review of inventory levels, turnover rates, and make-up in terms of current requirements.
- c. Review and evaluation of past usage of materiel, including the requirement for and use of foreign packs.
- d. Review of inspection and stock level review practices.
- e. Recommendations for future actions.

5. You should feel free to expand on the above terms of reference where to do so will enhance the final product.

L. K. White  
Executive Director-Comptroller

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